

Sanitized - Approved For Release :
CIA-RDP54-00177A000100110023-6

MONTHLY PROGRESS REPORT
SUPPLY DIVISION
APRIL - 1948

1. STATUS OF PERSONNEL IN SUPPLY DIVISION, SERVICES BRANCH

	<u>Total No. of Personnel Allowed under Approved Table of Organization</u>	<u>Total No. of Personnel on Duty</u>	<u>Total No. of Personnel Interviewed and Actions Initiated</u>	<u>Remaining Unfilled Positions</u>
Office of Chief	5	5	0	0
Contract Section	4	4	0	0
Procurement Section	14	14	0	0
Real Estate & Utilities	10	8	0	2
Appliance Maintenance	4	3	1	0
Telephone Section	20	17	3	0
Storage and Issue Section	58	49	7	2
TOTAL	115	100	11	4

COMMENTS:

Real Estate and Utilities: Two vacancies now exist due to the resignation of two carpenters. One recruitment request is still pending in Personnel Branch.

Storage and Issue Section: The two vacancies in this Section are to be filled from within, as soon as personnel are eligible for promotion.

Procurement Section: The vacancy which exists in the Procurement Section for a CAF-7 Procurement Officer is still vacant pending interview with experienced personnel.

2. PROBLEMS:

Procurement Section: Lack of sufficient personnel to adequately handle special requirements requested by the Operations Branch is still an outstanding problem.

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2. PROBLEMS: (Continued)

25X1A6a

FOIAb3b1

Contract Section

The [REDACTED] site for the [REDACTED] has been turned over to the Justice Department to handle condemnation procedure due to disagreement between the Government and property owners.

Negotiations are underway in the Contract Section for the leasing of additional warehouse space in Montgomery County.

Negotiations are also underway for special equipment and services needed immediately for an urgent special project. These contracts will continue to require the close collaboration of Contract Section personnel with the operating division personnel for several days.

Real Estate and Utilities: Lack of adequate office space.

TELEPHONE SECTION:

Cut-over from 89 to the main board is to be accomplished by the Telephone Company on Friday, 14 May 1948.

3. ACCOMPLISHMENTS:

a. All items requisitioned for the [REDACTED] have been ordered, and with the exception of two items have been delivered. The pre-fabricated warehouse and poles are now in the process of being delivered to the port. 25X1A1d

b. Orders have been placed with either the [REDACTED] or the PEA covering all recommendations made for EIA installations at [REDACTED] Virginia by the "Report of Survey", Security Office.

c. Storage and Issue Section carpenters have completed office partitions, overhead platforms in two bays and miscellaneous carpentry work for the Communications Division.

d. The move of the supplies and equipment at Bethesda was completed.
e. The lease for the [REDACTED] warehouse has been revised and executed. 25X9A2

4. FUTURE PLANS:

a. The erection of lumber sheds and a receiving building at the [REDACTED] warehouse.
b. Renewal of leases and service contracts for the coming fiscal year.

PROCUREMENT SECTION:a. Requisitions:

Requisitions numbered and processed.....964

Distribution as follows:

Procurement Section.....	604
Storage and Issue.....	258
Typewriter Repair Shop.....	62
Special Procurement.....	1
Contract Section.....	12
Communications Division.....	15
Real Estate and Utilities.....	9
Transportation.....	0
Security.....	1
Dispensary.....	1
Total	964

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

Purchase	341
Storage and Issue	88
Storage and Issue (Operational Med).....	16
Special Procurement.....	5
Typewriter Repairs.....	15
Real Estate and Utilities.....	5
Communications Division	30
Contract.....	7
Security.....	1
Dispensary.....	1
Total	509

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Division. Further breakdown of requisitions held within Procurement Section:

a. Without action.....	96
b. Pending receipt of bids.....	71
c. Pending clearances.....	2
d. Pending justification.....	2
e. Pending clarification.....	11
f. Pending repairs & billing.....	34
	226
g. Number of items.....	934

Requisitions and/or purchase orders completed during period:

Fiscal Year 1947: 5 Fiscal Year 1948: 925

Abstracts necessary due to improper requisitioning.....35

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1947: 30 Fiscal Year 1948: 771

b. Purchase Orders:

Purchase orders prepared and typed.....	1024
Total number of items involved.....	2194

PO's prepared but pending checking and signature.....	165
PO's prepared but pending encumbrance by Fiscal Branch.....	102

Total amount expended.....\$284,915.27

c. Telephone Calls:

Total number of telephone calls received.....2124

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d. Bids:

Formal Bids prepared and typed..... 43
Items involved.....168
Contractors invited to bid.....479
Formal Bids outstanding..... 30

Telephone bids prepared and typed..... 7
Items involved 7
Contractors invited to bid 25
Telephone bids outstanding..... 0

Wire bids prepared and typed..... 0
Wire bids outstanding..... 0

Informal bids prepared and typed103
Items involved.....443
Contractors invited to bid..... 169
Informal bids outstanding..... 37

e. Letters:

Prepared and typed..... 201

f. Memorandums:

Prepared and typed.....161

g. Wires:

Prepared and typed..... 5

h. Bills of Lading:

Prepared and typed..... 12

i. Petty Cash Fund:

Purchases and/or services rendered by using Petty Cash Fund.....\$55.35

j. Printing and Binding Estimates received.....\$4,152.88

APPLIANCE MAINTENANCE SECTION

Number of requisitions received during month of April.....62
Number of requisitions completed during April.....65
Number of requisitions uncompleted from present and previous
month.....15
Overhaul and Shop work.....49
Overhaul and Shop work on Storage and Issue Machines..... 5
Service calls.....112
Total number of machines repaired.....166
Estimated dollar value of all overhaul and repairs.....\$1,007.35

REAL ESTATE AND UTILITIES SECTION

Requests received prior to May 1 and which have not been processed...20
Requests received in writing during April.....131
Telephone calls received during April.....1185
Requests processed by memorandum..... 111
Requests processed verbally.....330
Requests processed by FWA Form #52..... 66
Requisitions written for contractual services..... 13
Work orders written for contractual services...\$15,610.00..... 12
Requisitions written, miscellaneous..... 0
Requests for moves of equipment..... 36
Space moves 10, Personnel moved.....217
Man-hours worked by regular assigned FWA laborers.....2584
Man-hours worked by contract laborers..... 800

VOLUME:

Contract Section

Supply Contracts completed.....	V.O. 6	✓	#84,627.92
Supply Contracts pending.....	UNV.O. 2	✓	- 104,781.75
Amendments to Supply Contracts.....	V.O. 3	✓	
Service Contracts Completed.....	V.O. 1	✓	approx 24.80 per mo.
Service Contracts Pending.....	V.O. 6		
Termination to Service Contracts completed...	V.O. 13	✓	
Termination to Service Contracts pending.....	V.O. 0		
Termination of Leases completed.....	V.O. 1	✓	
Amendments to Service Contracts completed....	V.O. 3	✓	
Amendments to Service Contracts pending.....	V.O. 3		
Number of requisitions pending April, 1, 1948.....	5		
Number of requisitions received during April.....	21		
Number of requisitions completed during April.....	17		
Number of requisitions incomplete as of 29 April 1948.....	9		
Purchase Orders issued	V.O. 14	✓	3113.30 #3413.30
Invitations to Bid.....	V.O. 2		
Amendment to <u>Unvouchered</u> contract completed.....	1	✓	
Amendment to <u>Unvouchered</u> contract pending.....	1		
Total number of contracts, leases, amendments etc., handled by Contract Section.....	42		

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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	1,004	6,021	205,758
2. Job orders for reloading and storage	865		2,681,773
3. Requests for local delivery or pick-up			649,000
4. Job orders for Cargo to be processed and packed for overseas	101	31,597	53,705
5. Requests for Domestic shipments	45	602	113,611
6. Job orders for service	133		535,375
7. Orders for Cargo to be shipped overseas	83	204	55,188

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	457	4,043	279,605
Debit Vouchers	36	53	126,194

Office Equipment

Credit Vouchers	212	232	1,224
Debit Vouchers	109	202	1,116

Operational Equipment

Credit Vouchers	42	157	3,666
Debit Vouchers	11	13	738

Medical Supplies

Credit Vouchers	8	59	3,238
Debit Vouchers	12	20	440

Service Call Repairs

Stock Repairs

FURNITURE REPAIRED:

617

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